



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221**

May 31, 2017

**MEMORANDUM FOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY
(DoDAAD) PROCESS REVIEW COMMITTEE (PRC)**

**SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS)
Change (ADC) 1266, Federal Agency Code 53 (DoDAAD)**

The attached administrative change to DLM 4000.25, Defense Logistics Management Standards, is approved for immediate implementation. The purpose of this change is to implement Agency Code 53 as Institute of Museum and Library Services.

Addressees may direct questions to Tad DeLaney, DoDAAD PRC Chair, at 703-767-6885, DSN 427-6885, or e-mail: DODAADHQ@dla.mil. Others must contact their Component designated representative.

**HEIDI M. DAVEREDE
Program Manager
Enterprise Business Standards Office**

Attachment
As stated

cc:
ODASD (SCI)
ODASD DPAP (PDI)

ADC 1266
Federal Agency Code 53 (DoDAAD)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Enterprise Business Standards Office (EBSO), DoDAAD PRC Chair, Tad DeLaney, at 703-767-6885, e-mail: DODAADHQ@dla.mil.

2. FUNCTIONAL AREA: DoDAAD

3. REFERENCES: [DLM 4000.25](#), Defense Logistics Management Standards (DLMS), Volume 6, Chapter 2, Department of Defense Activity Address Directory.

4. REQUESTED CHANGE(S):

a. Overview: This change implements Agency Code 53, Institute of Museum and Library Services.

b. Background:

(1) The Institute of Museum and Library Services currently resides under Federal Agency Code 59 (National Foundation on the Arts and the Humanities). The Department of the Treasury requested the Institute of Museum and Library Services be moved from Agency Code 59 to 53 in order to facilitate a clean report line and report data transparency.

(2) The Common Government Accounting Classification Code (CGAC) of 474 will also need to be moved from Agency Code 59 (Other Independent Agencies) to Agency Code 53 (Institute of Museum and Library Services).

5. ROLES AND RESPONSIBILITIES:

a. DAAS:

(1) No programs need to be modified, but several tables will need to be updated to complete this change.

(a) DoDAAD Series table: Add Code 53, Institute of Museum and Library Services.

(b) DoDAAD MAJCOM - Add the following:

1. Series: 53

2. MAJCOM: 00

3. SHORT: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

SERVICES

4. TITLE: INSTITUTE OF MUSEUM AND LIBRARY

(c) DoDAAD MAJCOM – Remove MAJCOM 50.

(d) DoDAAD Federal CGAC Table – Add the following:

1. Agency: 53

2. CGAC: 474

3. Agency Name: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

(e) DoDAAD Federal CGAC Table – Remove the following:

1. Agency: 59

2. CGAC: 474

3. Agency Name: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

(f) DoDAAD Sub-Tier Table – Add the following:

1. Agency: 53

2. Sub Tier: 5300

3. Sub Tier Name: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

4. Agency Name: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

(g) DoDAAD Sub-Tier Table – Remove the following:

1. Agency: 59

2. Sub Tier: 5950

3. Sub Tier Name: INSTITUTE OF MUSEUM AND LIBRARY

SERVICES

4. Agency Name: NATIONAL FOUNDATION ON THE ARTS

AND THE HUMANITIES

b. EBSO:

(1) Update the DoDAAD Series table to include Agency 53, Institute of Museum and Library.

(2) Update the DoDAAD Sub Tier table to remove 5950 (Institute of Museum and Library) and add 5300 (Institute of Museum and Library).

c. **Components**: Central Service Points (CSP) will review the 59 series DoDAAC record(s) to determine what needs to be changed to meet the Treasury requirement.

d. **DoDAAD Data Elements**. NA

e. **New/Changes to DLMS Data Elements**: None

6. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Authorized for immediate implementation by DAAS upon publication of this ADC. Target timeline for DAAS to implement in DoDAAD is **15 days** from the publication of the ADC.

7. IMPACTS:

a. **Automated Information Systems (AIS)**: DoDAAD

b. **Army and Air Force**. Army and Air Force are expected to make the necessary changes to their respective DoDAAC applications to mirror these changes to the DoDAAD upon publication of the approved change.

c. **Non-DLM 4000.25 Series Publications**: The changes identified herein must be incorporated into the relevant Service/Agency-level DoDAAD management publications, including (but not limited to) the following:

(1) 41 CFR, Federal Property Management Regulations

(2) U.S. Army: AR 725-50

(3) U.S. Air Force: AFI 24-230

(4) U.S. Marine Corps: MCO 4400.201, Vol 2

(5) U.S. Coast Guard: COMDTINST M4000.2

(6) Defense Information Systems Agency: DISA Instruction 270-50-10